

**Summer Food Service Program
Reimbursement Claim (PI-1494) Instructions (REV 08/16)**

General Guidelines:

- Complete the PI-1494 and retain one copy for your files.
- Claims may be submitted by "paper" to address noted at top of claim OR by internet (see SFSP Claims Internet Manual posted on the DPI website at: <http://dpi.wi.gov/community-nutrition/sfsp/claiming-reimbursement>). If submitting by paper, send original by the 10th day of the month following the month covered by the claim.
- Follow these instructions for paper OR internet claiming. The SFSP Claims Internet Manual provides step by step instructions for inputting data over the internet only.
- Sponsors of all types of sites are permitted to combine claims:
 - for 10 operating days or less in their initial month of operations with the claim for the subsequent month;
 - for 10 operating days or less in their final month of operations with the claim for the preceding month; or
 - for 3 consecutive months, as long as this combined claim only includes 10 operating days or less from each of the first and last months' of program operations.
- If there are less than 10 days in the final month of operation, the claim MUST be combined with the prior month.
- Claims submitted more than 60 days after the end of the claiming month may not be eligible for reimbursement.
PLEASE NOTE: If the final month of operation has less than 10 days of operation the claim must be submitted within 60 days of the last day of operation.

INSTRUCTIONS

I. GENERAL INFORMATION

Fill in your AGENCY CODE (can be found on the Application-Agreement approval letter), NAME OF SPONSORING AGENCY, TELEPHONE NUMBER (of the person that can answer claim questions), indicate if the claim is the FINAL claim for reimbursement, check the MONTHS and indicate the NUMBER OF DAYS of operation in each month that the claim covers.

II. CERTIFICATION

The Authorized Representative or person designed to sign per the approved SFSP Sponsor Application (PI-1482) must sign the claim form if submitting a paper copy.

III. PARTICIPATION BY TYPE OF SITE—report site detail for **non-camp sites only**.

LINES 1 AND 2

1. NYSP: National Youth Sports Program site information must be reported separate from all other types of sites under an agency's sponsorship. Report only NYSP data on Line 1.
2. ALL OTHER TYPES: Report site information for open, open restricted, enrolled, and migrant sites on Line 2. Camp site data will be reported in Section IV.

COLUMNS 1-7

1. NUMBER OF SITES BY TYPE: Report the number of NYSP and All Other Sites (non-camps) participating in the Program during the claim period.
2. DAYS OF SERVICE: Report the number of days that food was served during the claim period. This should reflect the number of days of operation for the site that was open the longest that claim period. Report NYSP site days of service on Line 1 and All Other Sites (non-camps) on Line 2.
3. AVERAGE DAILY ATTENDANCE: Report the average daily attendance (ADA) of children at NYSP and All Other Sites (non-camps). The ADA is the total number of children in attendance at each site during the claim period divided by the total number of days that meals were served during the claim period. Sponsors of more than one site must sum the multiple ADA data and report the total in this column, on Line 1 (NSYP) and Line 2 (All Other Sites—non-camps).

Example: Day 1	25	
Day 2	24	
Day 3	23	
Day 4	25	
<u>Day 5</u>	<u>22</u>	
Total	119	ADA: $119 \div 5 \text{ days} = 23.8$ Round up to 24

The ADA MUST be a whole number. ALWAYS round up.

For sites that do not take attendance - use the highest number of 1st meals served of the different types of meals claimed and then divide by the total number of days of service for the claim period.

Example: 1000 1st breakfasts
2000 1st lunches
20 days of operation
ADA: $2000 \div 20 = 100$

4. BREAKFASTS:

- 1st Meals—Report the total number of first meals served to eligible children during the claim period for NYSP and All Other Sites (non-camps). Breakfasts must be approved in the Sponsor Application in order to claim.
- 2nd Meals—Report the total number of second meals served to eligible children during the claim period for NYSP and All Other Sites (non-camps). If the total number of second meals served exceeds 2% of the total first meals served, then report only the maximum number that may be reimbursed (which is 2% of the total first meals served). Calculate the maximum number of second meals to be reimbursed by multiplying the number of first meals served by 2%. Use normal rounding procedures to determine the whole number to report.

Example: 1000 1st breakfasts served
250 2nd breakfasts served
 $1000 \text{ 1st breakfasts} \times 2\% = 20$
Report only 20 2nd breakfasts. The additional 230 2nd breakfasts will not be reimbursed.

5. LUNCHES:

- 1st Meals—Report the total number of first meals served to eligible children during the claim period for NYSP and All Other Sites (non-camps). Lunches must be approved in the Sponsor Application in order to claim.
- 2nd Meals—Report the total number of second meals served to eligible children during the claim period for NYSP and All Other Sites (non-camps). If the total number of second meals served exceeds 2% of the total first meals served, then report only the maximum number that may be reimbursed (which is 2% of the total first meals served). Calculate the maximum number of second meals to be reimbursed by multiplying the number of first meals served by 2%. Use normal rounding procedures to determine the whole number to report.

Example: 1000 1st lunches served
250 2nd lunches served
 $1000 \text{ 1st lunches} \times 2\% = 20$
Report only 20 2nd lunches. The additional 230 2nd lunches will not be reimbursed.

6. SUPPERS:

- 1st Meals—Report the total number of first meals served to eligible children during the claim period for NYSP and All Other Sites (non-camps). Suppers must be approved in the Sponsor Application in order to claim.
- 2nd Meals—Report the total number of second meals served to eligible children during the claim period for NYSP and All Other Sites (non-camps). If the total number of second meals served exceeds 2% of the total first meals served; then report only the maximum number that may be reimbursed. Calculate

the maximum number of second meals allowed by multiplying the number of first meals served by 2%. Use normal rounding procedures to determine the whole number to report.

Example: 1000 1st suppers served
 250 2nd suppers served
 1000 1st suppers x 2% = 20
 Report only 20 2nd suppers. The additional 230 2nd suppers will not be reimbursed.

7. SUPPLEMENTS:

- 1st Meals—Report the total number of first meals served to eligible children during the claim period for NYSP and All Other Sites (non-camps). Supplements must be approved in the Sponsor Application in order to claim.
- 2nd Meals—Report the total number of second meals served to eligible children during the claim period for NYSP and All Other Sites (non-camps). If the total number of second meals served exceeds 2% of the total first meals served, then report only the maximum number that may be reimbursed (which is 2% of the total first meals served). Calculate the maximum number of second meals to be reimbursed by multiplying the number of first meals served by 2%. Use normal rounding procedures to determine the whole number to report.

Example: 1000 1st supplements served
 250 2nd supplements served
 1000 1st supplements x 2% = 20
 Report only 20 2nd supplements. The additional 230 2nd supplements will not be reimbursed.

IV. PARTICIPATION BY TYPE OF SITE— report site detail for **camp sites only**.

If the sponsoring agency has more than one camp site, duplicate page 2 of PI-1494 and complete part IV. for each camp site. Enter the **four**-digit Site Agency Code for each camp site. You can find this site code(s) on the Application/Agreement approval letter.

COLUMN 1-10

1. BEGINNING DATE: Provide the beginning date for each session. A camping session is defined by the group of children in attendance for a designated period of time. When this group of children changes, another session begins.
2. ENDING DATE: Provide the ending date for each session.
3. TOTAL DAYS OF SERVICE: Report the number of days that food was served during the claim period for each session.
4. AVERAGE DAILY ATTENDANCE: Report the average daily attendance (ADA) of children for each session during the claim period. This is the total number of children in attendance for a session divided by the total number of days that meals were served during that camping session.

Example: Day 1	25	
Day 2	24	
Day 3	23	
Day 4	25	
<u>Day 5</u>	<u>22</u>	
Total	119	ADA: 119 ÷ 5 days = 23.8 Round up to 24

The ADA MUST be a whole number. ALWAYS round up.

5. ENROLLMENT INFORMATION:

- Report the total number of children enrolled for each session.
- Report the number of children determined to be “needy” for each session.

NUMBER OF MEALS SERVED TO ALL CHILDREN

6. BREAKFASTS:

- Report the total number of breakfasts served to **all** children for each session. Camps cannot claim 2nd meals that may be served.

7. LUNCHESES:

- Report the total number of lunches served to **all** children for each session. Camps cannot claim 2nd meals that may be served.

8. SUPPERS:

- Report the total number of suppers served to **all** children for each session. Camps cannot claim 2nd meals that may be served.

9. SUPPLEMENTS:

- Report the total number of supplements served to **all** children for each session. Camps cannot claim 2nd meals that may be served.